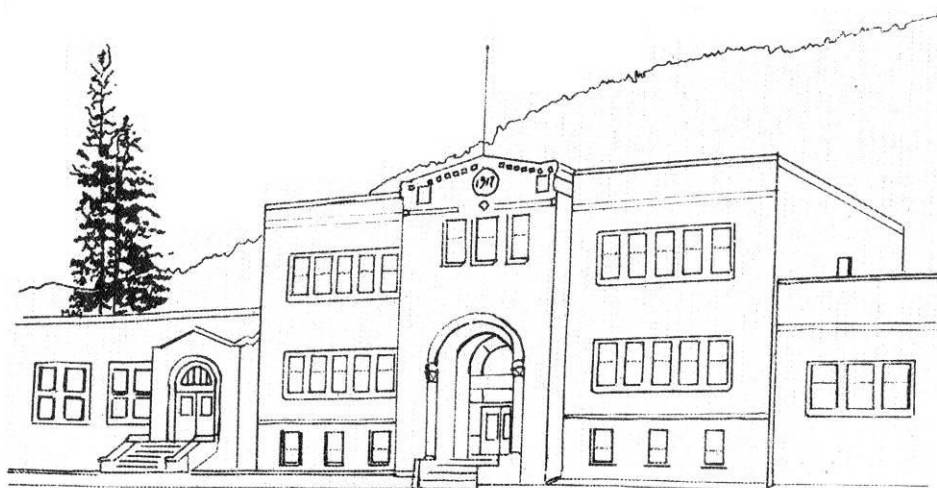


# **Coach & Advisor Handbook**



**TROY SCHOOL DISTRICT**

Develop, Achieve, Succeed

# **Troy School District**

Develop, Achieve, Succeed

PO Box 867 · Troy, MT 59935  
OFFICE 406.295.4321 FAX 406.295.8672

Dear Coach or Advisor,

Our goal as coaches, advisor, and mentors is to make the student experience at Troy Schools a positive one by providing a safe and nurturing environment while preparing students to excel in school, post-secondary education, and their careers.

This handbook is arranged to answer general questions you might have and to provide clear information regarding expectations for faculty, staff and student conduct at Troy Schools. Please read this handbook carefully so that you are aware of school policies and procedures. By understanding and complying with these policies and procedures, together we will be able to create an environment designed to promote the greatest academic success.

As always, my door is open if you have any questions, concerns or input.

Sincerely,

Mrs. Christina Schertel

SUPERINTENDENT

[cschertel@troyk12.org](mailto:cschertel@troyk12.org)



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## **Handbook Overview**

The material covered within this teacher handbook is intended as a method of communicating to teachers regarding general district information, rules, and regulations and is not intended to either enlarge or diminish any Board policy, administrative regulation, or negotiated agreement. Material contained herein may, therefore, be superseded by such Board policy, administrative regulation, negotiated agreement, or changes in state or federal law.

Any information contained in this teacher handbook is subject to unilateral revision or elimination, from time to time, without notice.

In addition to the Coaches Handbook, coaches must review and be familiar with Troy School District' Staff Handbook, Troy Junior and Senior High School Student Handbook, and Troy Junior and Senior High School Extracurricular Handbook.

Coaches must follow district policies and procedures and handbook expectations as they are outlined throughout the year, in season and out of season, any time that they are working in the capacity as a coach with the youth of Troy Junior and Senior High School.

No information in this document shall be viewed as an offer, expressed or implied, or as a guarantee of any employment of any duration.

Throughout this handbook, the term “coach” refers to any adult in the Troy School system directing or leading any extracurricular activity, athletics or a club, of the school district. The term “the student’s parent” is used to refer to the parent, legal guardian, or other person who has agreed to assume school-related responsibility for the student. The term “student-athlete” refers to any student in the Troy School system participating in any extracurricular activity, club, or as a student-employee of the school district.



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## General Information

### MOTTO

“Develop, Achieve, Succeed”

### MISSION STATEMENT

Empowering students to develop good character, achieve academic excellence, and succeed as lifelong learners.

### BELIEFS

- Student learning should be the chief priority for the district based on high expectations for all.
- A safe, supportive environment based on positive relationships and mutual respect promotes student learning and self-esteem.
- Each student should be provided with a variety of instructional approaches that reflect an individual’s unique physical, social, emotional, and intellectual needs.
- The commitment to continuous improvement is imperative to empower students to be confident, self-directed members of society.
- The community, parents, school staff, and students share the responsibility for advancing the district’s mission.



## BOARD OF TRUSTEES

The Legislature of the State of Montana delegates to the Board responsibility for the conduct and governance of district schools.

Ms. Lori Damon  
Chairperson

Mr. Eric Storkson  
Vice-Chairperson

Mrs. Jan Fontaine

Mr. Cam Foote

Mr. David Orr

Mrs. Carol Parsons

## DISTRICT ADMINISTRATION

Superintendent:

Mrs. Christina Schertel  
*cschertel@troyk12.org*  
406.295.4321

Business Clerk:

Ms. Jennifer Higgins  
*businessclerk@troyk12.org*  
406.295.4321

## TROY JUNIOR AND SENIOR HIGH SCHOOL ADMINISTRATION

Principal:

Mrs. Tisee Lewis  
*tlewis@troyk12.org*  
406.295.4520

Activities Coordinator:

Mr. Milo Rogers  
*mrogers@troyk12.org*  
406.295.4520



## Professional Information

### NATIONAL FEDERATION OF STATE HIGH SCHOOL ASSOCIATIONS' COACHES CODE OF ETHICS

The function of a coach is to educate students through participation in interscholastic competition. An interscholastic program should be designed to enhance academic achievement and should never interfere with opportunities for academic success. Each student should be treated with the utmost respect, and his or her welfare should be considered in decisions by the coach at all times. Accordingly, the following guidelines for coaches have been adopted by the NFHS Board of Directors.

1. The coach shall be aware that he or she has a tremendous influence, for either good or ill, on the education of the student and, thus, shall **never place the value of winning above the value of instilling the highest ideals of character.**
2. The coach shall uphold the honor and dignity of the profession. In all personal contact with students, officials, activities coordinators, school administrators, the state high school athletic association, the media, and the public, the coach shall **strive to set an example of the highest ethical and moral conduct.**
3. The coach shall **take an active role in the prevention of drug, alcohol and tobacco abuse.**
4. The coach shall **avoid the use of alcohol and tobacco products** when in contact with players.
5. The coach shall **promote the entire interscholastic program of the school** and direct his or her program in harmony with the total school program.





6. The coach shall **master the contest rules and shall teach them to his or her team members**. The coach shall not seek an advantage by circumvention of the spirit or letter of the rules.
7. The coach shall **exert his or her influence to enhance sportsmanship by spectators**, both directly and by working closely with cheerleaders, pep club sponsors, booster clubs, and administrators. The coach shall **respect and support contest officials**. The coach shall not indulge in conduct which would incite players or spectators against the officials. Public criticism of officials or players is unethical.
8. The coach should **meet and exchange cordial greetings with the opposing coach** to set the correct tone for the event before and after the contest.
9. The coach shall **not exert pressure on faculty members to give student special consideration**.
10. The coach shall **not scout opponents** by any means other than those adopted by the league and/or state high school athletic association.

## RESPONSIBILITIES OF ALL COACHES

### Summary

Your duty as a coach is to take reasonable care of the student-participant. This legally means that you are to act in a manner that avoids creating unreasonable risk of injury to others. Not performing to a standard of care and/or performance can result in negligence. Standard is the conduct expected of an ordinary, reasonable person (coach) under like circumstances.

1. PROPER INSTRUCTION: Know and teach appropriate and correct techniques (fundamentals)
2. WARN OF INHERENT DANGERS OF SPORT: Practice plans should reflect teachable moments and the date of instruction.
3. SUPERVISE: See the last player gone; have enough supervisors.
4. PROVIDE A SAFE ENVIRONMENT: Facilities, equipment - maintained, properly fitted, warn of misuse.



5. ENFORCE RULES AND REGULATIONS: State/association rules, contest rules, district rules, school rules, and specific rules concerning discipline.
6. CLASSIFY AND GROUP PARTICIPANTS: Based on skill level, age, maturity, size, and experience.
7. FOLLOW DUE PROCESS: the 14th Amendment applies to all participants.
8. PLANNING: Written daily plan, safe supervision.
9. DOCUMENTATION: Answers to "what" - "when" - "how"; this provides solid defense against liability, illustrates prudence.

## HEAD COACH JOB DESCRIPTION

### Summary

It is the responsibility of the Coach to lead, direct, and maintain the specific program according to the mission of Troy High School and its Activities Program. All head coaches are responsible to know the MHSAA rules and regulations, the Troy Junior and Senior High School Student Handbook, the Troy Junior and Senior High School Extracurricular Handbook, and the Troy School District Staff Handbook.

### Reports to:

Activities Coordinator

### Essential Functions:

- Oversees regular operations of the extracurricular program.
  - Ensures equitable tryouts and opportunities for all student athletes.
  - Instructs all participants in the rules of the activity with an emphasis on those rules, which have safety and sportsmanship implications.
  - Provides leadership during the in-season and off-season for opportunities that may include, but not limited to open gyms, weight room, and camps.



- Oversees regular practices.
  - Runs regular, vigorous, and well-organized practices with a specific practice schedule, which includes specific objectives and goals for each day's practice. Practices should be limited to two hours.
- Assists in the evaluation, care, and prevention of injuries.
- Carries with them, at all times, Medical Information/Waiver Card and medical first Aid kit.
- Monitors athletes during travel and contests.
- Monitors athlete eligibility.
  - Collects and completes all eligibility information and checklists and turn in to Activities Coordinator after the first week of practice.
  - Ensures all participating students are academically and residentially eligible.
  - Tracks student attendance and academic progress.
- Complies with school, school board policies and regulations, and Montana High School Association policies and regulations.
- Incorporates and promotes a positive environment for all students that promotes self-esteem, high values, and life-long learning.
- Is a positive role model for young people to emulate. Models high standards of morality, integrity, character, and sportsmanship. Is principled and beyond reproach ethically. Coaches will not use or consume alcohol, drugs, or tobacco during anytime in which they are supervising Troy High School activities.
- Relates positively to parents and other community representatives.
- Accepts responsibilities outside the extracurricular team as they relate to the school and community.
- Assumes responsibility for care of materials, equipment and facilities.
  - Maintains an effective inventory that is clean, organized, and updated.



- Assumes responsibility for a neat, safe environment for student-athletes committed to the coach's care.
- Cooperates with the Activities Coordinator in the following matters:
  - Equipment concerns and purchases
  - Transportation-trip forms
  - Trip itineraries
  - Arranging practice times – use of alternate practice sites must have prior approval of the gym coordinator before any arrangements are made
  - Letter requirements and training rules
  - Substitutes for activities trips
  - Excused list to attendance office
  - Alphabetized list of participants
  - Assist in making work assignments for contests (i.e. chain gang, line judges, ball persons)
- Oversees assistant coaches
  - Provides orientation to newly hired assistant coaches including reviewing the Troy High School Coaches handbook.
  - Communicates and instructs feeder coaches in regards to technique, offenses, defenses, drills, and handling of discipline in order to build continuity and consistency in the program, grades 5-12.
  - Evaluates assistant coaches on a yearly basis.
- Is active in professional organizations such as the state and national organizations.
  - Attends MHSA Annual Rules Clinic or participate in the on-line clinic.
  - Completes the MHSA Concussion Test.
  - Seeks growth opportunities as a coach by attending camps, clinics, and pursuing other opportunities to learn current trends and teaching techniques in your sport.



- Completes other duties as assigned.

*Only minimum duties are listed. Other functions may be required as given or assigned.*

## **Desired Minimum Qualifications:**

- High School diploma or equivalent
- Ability to handle stressful situations
- Ability to maintain confidentiality of employment matters
- Ability to effectively manage time and responsibilities
- Complete and maintain First Aid/CPR Certification.
- Complete and maintain MHSA Coaches Certification Program.

## **COACHING PROGRAM COHESION**

As an athletic department, it is so important to build sport program coaching cohesion. For those sports which have high school, junior high, and elementary programs it is vital for head high school coaches to work in unison with junior high and elementary coaches. We owe it to our student-athletes to adequately prepare them for our highest level of competition which is high school. It can be very frustrating and time consuming when coaches have to completely re-teach a skill which should have been taught and mastered at a previous level. Here are some possible suggestions to integrate a sport system and build relationships with other coaches in your sport program.

### **Head Coach**

- Take an interest and increase involvement in the junior high and elementary programs.
- Conduct coaching clinics for junior high and elementary coaches to teach skills and drills for practice which will best prepare the athletes for the next level.
- Observe junior high practices and provide feedback to coaches and student-athletes.
- Attend junior high and elementary games to assess athletes' progress.



- Provide and make available your coaching philosophy, offensive and defensive systems and demonstrate these at junior high practices.
- Teach your job to the coach below you.
- Hold sport meetings with junior high and elementary coaches to assess the program.
- Meet with other head coaches to schedule and supervise open gyms, weight lifting, summer camps so we do not interfere with other activities.
- Attend coaching clinics and other professional development opportunities to build skills.
- Evaluate your programs junior high and elementary coaches.
- Ensure all athletes have turned in the required paperwork (signed training rules, physicals and athletic fees) before allowing athletes to begin practices.

## Junior High and Elementary Coaches

- Be open to learning and strive to continually improve as a coach.
- Meet with the high school head coaches to see if there are specific skills and/or techniques they want taught prior and during the season.
- Attend high school games.
- Attend high school practices to learn a different coaching style and pick up new techniques, skills, and new drills to implement in your own practices.
- If possible and there is availability try to volunteer your time at sports summer youth camps.
- Attend coaching professional development.

## INTERSCHOLASTIC ACTIVITIES

The district recognizes the value of a program of interscholastic activities as an integral part of the total school experience. The program of interscholastic activities will include all activities relating to competitive sport or intellectual contests, games or events, or



exhibitions involving individual students or teams of students of this district, when such events occur between schools outside this district.

All facilities and equipment utilized in the interscholastic activity program, whether or not the property of the district, will be inspected on a regular basis. Participants will be issued equipment which has been properly maintained and fitted.

An activity coach must be properly trained and qualified for an assignment as described in the coach's job description. A syllabus which outlines the skills, techniques, and safety measures associated with a coaching assignment will be distributed to each coach. All personnel coaching intramural or interscholastic activities will hold a current valid first aid certificate.

The Board recognizes that certain risks are associated with participation in interscholastic activities. While the district will strive to prevent injuries and accidents to students, each parent or guardian will be required to sign an "assumption of risk" statement indicating that the parents assume all risks for injuries resulting from such participation. Each participant will be required to furnish evidence of physical fitness (physical form) prior to becoming a member of an athletic team. A participant will be free of injury and will have fully recovered from illness before participating in any event.

Coaches and/or trainers may not issue medicine of any type to students. This provision does not preclude the coach and/or trainer from using approved first aid items.

(Refer to Troy School District Policies 2151)



## Information for Coaches

This section is meant to answer some of the basic questions that coaches will be faced with throughout the season. Also, this section should give coaches an idea of the specific day-to-day responsibilities that they have. If there are any issues or additional questions these should be referred to the Activities Coordinator.

### CHECK-LIST FOR COACHES

The following list serves as a checklist for coaches and also as a reminder of the duties and/or responsibilities of activities' personnel. Assistant coaches will assist the head coach in any duties as assigned.

#### Pre-Season

- All participants have physical, activity card and emergency medical card on file before they can practice.
- Ensure all athletes have turned in the required paperwork (signed training rules, physicals and athletic fees) before allowing athletes to begin practices.
- Rosters must be turned in to the Activities Coordinator. Make sure all names are spelled correctly and roster is ready for printing with all necessary information provided.
- Check eligibility status of participants.
- Letter requirements and training rules given to the Activities Coordinator and principal in written form.
- Practice schedules are arranged and pre-season practices reported to the Activities Coordinator.
- Submit process and criteria for tryouts to Activities Coordinator.





- List of transfer students to the Activities Coordinator.
- All coaches/sponsors have a current first aid card.
- Copy of pre-season letter to participants must be turned in to the Activities Coordinator and principal.
- Parents' meeting should be discussed or planned with the Activities Coordinator.
- Read policy handbooks.
- Attend the MHSAs rules clinic or participate on-line.
- Inform parents and participants of the inherent dangers and various types of injury common to the activity.
- Use district purchase order (PO) procedure to order needed supplies.

## **In-Season**

- Arrange for practice times and facilities in cooperation with the Activities Coordinator.
- On the first day of practice, review the Extracurricular Handbook with all participants.
- Inform students of safety considerations and explain the possible consequences of the unsafe and/or illegal techniques as well as the inherent dangers of legal techniques.
- Maintain necessary attendance records, insurance records, and other designated paperwork.
- Effectively supervise all participants during all trips, practices, and performances.
- Teach skills and fundamentals necessary for specific activity.
- Plan for safe and effective practices.
- Arrange meals/lodging in cooperation with the Activities Coordinator and submit pre-trip information.
- Inform Activities Coordinator of specific needs or unusual circumstance.



## Post Season

- All records typed, dated and turned in to the Activities Coordinator.
- Inventory equipment and give a list to the Activities Coordinator.
- Participant letter winner list turned in to the Activities Coordinator.
- List of All-Conference and All-State selections turned in to the Activities Coordinator.
- List of award winners turned in to the Activities Coordinator.
- Budget proposal submitted to principal.
- Submit grades to school counselor.
- Schedule suggestions submitted to Activities Coordinator.
- Summer program plan and summer camp plan submitted to Activities Coordinator and principal.

## EQUITY & TITLE IX

True equity is based, not on the letter of the law but instead, on the spirit of the philosophy. The best way to think of equity is that all basketball players, whether male or female, deserve the same treatment. The fact that they are male or female should make no difference in the type of program we provide for them.

All staff members in the THS activities program are expected to be well acquainted with the expectations of MHSA, Ridgeway Settlement, and Title IX. The Troy School District is committed to adhering to the spirit as well as the letter of the law in regards to gender equity. The spirit of equity for gender in all areas is to be established and maintained in the following areas for equivalent programs in regard to:

- Schedule
- Practice facilities
- Uniform purchase, replacement and rotation
- Hiring of coaches
- Evaluation of coaches
- Team support (boosters, etc.)
- Transportation
- Number of activities
- Coaches pay
- Meal arrangements
- Motel accommodations
- Game and contest facilities
- Medical and training facilities



In addition to specific equity requirements in activities, all activities' staff members are expected to be knowledgeable of and sensitive to all forms of discrimination, bias, and harassment that may occur on the basis of gender, race, nationality, or other factors. We are dealing with "kids" and they all deserve equal opportunity, treatment, and a chance for success. All of the policies and guidelines contained in this book are intended to apply to all student participants, regardless of personal characteristics.

Troy School District affirms that no person shall, on the basis of gender, be excluded from, be denied the benefits of, or be subjected to discrimination under any education program or activity. Students or employees with questions or complaints concerning the provisions of Title IX may contact their building representative, building administrator, activities coordinator, or the district Title IX coordinator in the district personnel office. Questions regarding the Ridgeway Settlement can be answered in the MHSA handbook or may be directed to the district activities' office.

Any individual seeking further information should consult the Title IX District Coordinator, Christina Schertel who is responsible for coordinating district compliance efforts.

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### **SPORTSMANSHIP**

Good sportsmanship is viewed by the National Federation of State High School Associations and Troy High School as a commitment to fair play, ethical behavior and integrity. In perception and practice, sportsmanship is defined as those qualities that are characterized by generosity and genuine concern for others. Athletes must:

- Play fair, take loss or defeat without complaint and victory without gloating.
- Treat others as you wish to be treated.
- Be respectful of others and one's self.
- Impose self-control, be courteous, and gracefully accept results of one's actions.
- Display ethical behavior by being good citizens and acting appropriately.



## **MANAGERS**

Coaches should strive to have the managers of the same sex helping managing the activity. This reduces risks and issues that may arise through bus travel, practices, etc. Managers of the opposite sex must be approved by the athletic coordinator and the principal.

## **MHSA RULES & REGULATIONS**

The Troy High School Interscholastic Athletics Program is subject to all current rules and regulations of the Montana High School Association concerning eligibility, age, transfers, residence, awards and student recruitment. All rules and regulations of the MHSA may be found in the MHSA Handbook for the current year. If a coach has a question regarding MHSA rules contact the Activities Coordinator prior to a decision. Below are summaries of the regulations dealt with most often:

### **MHSA Coaches Certification Program**

A paid or volunteer coach must complete the battery of 9 tests. Once you have completed a unit, make sure to print your results. Once all 9 units are completed, your printed results need to be brought to the principal's office as a permanent record. The program is good towards 75 renewal units from the Office of Public Instruction, and one full day of District #1 inservice. The course must be renewed every five years. In order to gain access, speak to the Activities Coordinator

### **Age Rule**

No student is to participate in an MHSA contest that has become nineteen years old on or before midnight, August 31, of a given year.

### **Award Rule**

No award exceeding twenty dollars (\$20.00) in value shall be given per event in any MHSA sanctioned sport or in any MHSA sanctioned interscholastic activity by a member school.

### **Enrollment / Attendance Rule**

To be eligible to participate in a MHSA contest a student must be regularly enrolled in school, must be in regular attendance from the enrollment date, and must have received a passing grade in at least



twenty (20) periods per week of prepared class work or its equivalent during the last preceding semester in which he/she was in attendance. To be eligible to participate in a Troy school activity, the athlete must meet the attendance standards set forth in the Extracurricular Handbook.

### Open Gym Rule

The open gym/field out of season concept means that all of the student body be invited and/or permitted to take part in the activities made available in/at the facility. Specific students cannot be invited for specific sport-related activities.

### Out of Season

According to MHSA, a coach can work on a one-on-one basis with individuals, but cannot work with more than one individual at one time from August 1<sup>st</sup> – May 31<sup>st</sup>. From June 1<sup>st</sup> – July 31<sup>st</sup>, a coach can coach his/her players anytime, anywhere, during this period. Track & Field, Tennis and Music are not affected by this rule.

### Coaching Umbrella

Remember that if you are interacting with the students outside of normal sanctioned time, you are still working under the coach umbrella. Activities could include things such as holding out of season practices, taking your team out to a movie, dinner, roller skating, Xbox tourney, or any activity that involves you and the students. Just because it is not a school sponsored event does not mean the school is not liable. If you want to do something with your players outside regular practice time you must get prior approval from administration.

### Sunday Participation Rule

No practice or instruction of any kind for any association contest shall be held at any time on Sunday. That includes team meetings with coaches for purposes of game film/review, chalk talk or **any** other instruction involving game skill.

### Transfer Rule

Transfer rules apply solely to **VARSIITY** activities participation. Students who are ineligible due to the MHSA transfer rule may compete on the non-varsity level, against non-varsity competition **only**, but not in



**any** MHSA varsity-level event. Any student who transfers from one high school or junior high to another high school (from one school district to another in different cities) is ineligible to participate for 90 pupil instruction (PI) days from the date of enrollment in the new school *except* in the following cases:

1. There is corresponding change of residence by the parent or guardian.
2. The student is placed in that school district by court order.
3. The student is a member of an accredited MHSA-approved foreign exchange program.
4. The student applies for and receives a hardship ruling from the MHSA Executive Director.

## Ejection rule

If a student or coach is ejected from an MHSA competition for unsportsmanlike conduct, they will not participate for the remainder of the event and will be suspended for the next regularly scheduled or rescheduled event at that level of competition and all other games/meets in the interim at any level of competition. A second violation will result in a four-competition suspension. While participating for Troy High School, any ejection requires a letter of apology to the official before the next weekly contest.

## DISCIPLINE

When a violation of a district rule occurs, the coach or sponsor must inform the proper persons of the violation or infraction. Before a decision is made on the type of discipline, it is the responsibility of the coach to inform the Activities Coordinator. Violations or infractions may occur in any of the following areas:

1. District rules regarding eligibility, attendance, chemical use, or rules governing student behavior.
2. Program rules regarding practice attendance behavior, hours, and other expectations.
3. MHSA rules regarding academic and resident eligibility, age, etc.



When a student commits a violation, the following due process procedure is to be followed:

1. Inform the Activities Coordinator of the violation, and outline the planned discipline.
2. A meeting with the student and coach will take place to inform the student of the rule violated and what evidence exists.
3. The student can provide an explanation for the violation that has occurred.
4. The coach must inform the parents of the violation and the planned discipline. A meeting may be called if necessary.

## **ATTENDANCE**

A student may not participate in a practice or competition on the day of an absence unless the principal has granted prior approval. A student may not, under any circumstance, take part in practice or competition on a day he/she has been suspended or is truant from school. If a student has a recurring attendance problem, the Head Coach and Activities Coordinator will meet and discuss proper disciplinary action. If a student athlete is going to miss practice, the student must communicate with the coach prior to the absence through a phone call or email.

Head coaches are expected to attend planned meetings with the Activities Coordinator. If a Head coach is unable to attend a meeting, it is expected that they communicate with the Activities Coordinator prior to the absence.

## **PARTICIPATION CONFLICTS**

1. Activity performances take precedence over practices with no undo pressure or threat of exclusion by either coaches or sponsor in the event of conflict. Final competitions take priority over regular season competitions.
2. In the event of performance conflicts between MHSA/OPI activities, a district, state, or national level event will take precedence over a regularly scheduled event.



3. MHSA/OPI events have priority over non-MHSA/OPI events unless prior arrangements have been made with the coaches and/or sponsor.

## ELIGIBILITY

Coaches are required to monitor students and club members' academic eligibility weekly. Forms should be turned in on Friday morning of each week to the Activities Coordinator

## TRAVEL

The district cares deeply about student safety. These travel policies have been written to eliminate the possibility of negative student behavior which coaches or the district could become liable for.

The prime consideration of a school employee traveling with students will be the safety and convenient location of the lodging to the place where the students need to be. The District will strive to provide each student their own bed. The hotel needs to be clean, safe, and secure.

Coaches will have access to (electronically or physically) athletes' physicals in case of an emergency.

## Transportation

Private cars should never be used for transportation of district student participants to and from activity contests or any other district sanctioned activity unless approved by the administration. In any event, students are not to drive their cars to out of town events unless approved by administration.

The only passengers on activity buses shall be team members, coaches, and chaperones, or approved media. Coaches are responsible for the behavior of the team and will take care of discipline problems. Students are expected to abide by the same rules expected in a classroom when traveling on buses.

### GENERAL RULES WHILE ON THE BUS:

1. Remain seated at all times and speak softly,
2. Use personal stereos and headsets,
3. Gambling for money is prohibited,
4. Dispose of all garbage upon return.





Coaches are required to sit in the middle and the back of the bus in programs that have 2 or more coaches/sponsors. Programs with 1 coach will sit in the back of the bus. A suspension will result in not following this requirement, followed by termination for another infraction.

For the protection of students, coaches, and the district, no student will be dismissed for disciplinary or other reasons from an activity and allowed to travel home unescorted. This administrative procedure recognizes the fact that coaches and the district are responsible for the student's safety and supervision for the duration of any activity. Students are to be released directly to their parent(s) or legal guardian *only*.

Bus inspection must take place prior to the trip and at the conclusion of the trip by *both* the driver and an attending coach.

## **PRE-TRIP**

Coaches and the Activities Coordinator will work together to complete trip requests and determine departure and return times. Coaches are to complete all of their leave requests for the season one week prior to the first road contest that requires a substitute.

When a student will miss class for school-sponsored activities, a travel list with departure time and destination must be turned in to the attendance office at least one school day prior to the trip.

Coaches will be excused from their regular teaching duties  $\frac{1}{2}$  hour before the scheduled time of departure for any activity trip. Exceptions to this procedure should be cleared with the Activities Coordinator or principal.

## **TRIP SUPERVISION**

Supervision of student athletes at all times is especially important. Coaches are expected to monitor students closely on the bus, in motels, eating establishments, and other pertinent times. Coaches should ensure that students go straight to the bus and not stop at home, visit Town Pump, the grocery store etc. The district is still required to monitor and be responsible for students throughout this time.



## COMMUNICATION

When on trips, coaches will ensure students and parents know where the group will be staying and the approximate time of arrival in Troy at the completion of the trip.

Coaches and advisors must have easy access to administration contact information (superintendent, transportation director, clerk, principal, etc.). An administrator will be on call each time a student group is traveling and away from campus.

## TRIP DAY(S)

Students must be in school all day on the day of a scheduled event. Only students absent with a doctor's note may participate on the day of a scheduled event. Coaches will encourage regular class attendance and be aware of its impact on academic performance.

Coaches will use their professional judgment when there are extenuating circumstances. As the coach you may delay departure time for up to 10 minutes.

Student behavior during all phases of any trip is subject to school policy. Coaches are responsible to ensure that students follow the school dress code during trips, and should ensure student dress is neat and clean and a positive reflection of Troy High School.

## RETURN TRIP

Upon return of any trip, make sure that all of the students have transportation before the coaches leave. Coaches should be the last ones to leave the building.

Teams participating in multi-day tournaments or meets are expected to return to Troy the same day they are eliminated from competition unless prior arrangements have been made with the administration.

## Over Night Trips

When on out of town trips the coach, the head coach (or available administrator) and the bus driver will have the prerogative to decide to stay overnight if travel conditions are deemed unsafe.



On all overnight trips the driver's room will be reserved and paid for by the activity being transported.

## **Winter Travel**

While traveling during winter, please remind students to bring some extra clothing as well as hats and gloves. Salient points about travel include:

1. We want to maintain our schedule.
2. We will not travel if the opposing team advises against traveling to their city.
3. We will have our bus drivers, along with consultation with coaches, to determine whether or not to proceed to or from a contest.
4. Parents always have the final determination if their son or daughter will travel to a specific site.
5. Parents need to be updated during severe conditions.
6. All of our programs are directed to stay overnight if conditions become too severe while returning to Troy.
7. When staying an additional night, parents must be notified and given an update on departure and arrival times.

## **AWARDS ASSEMBLY**

The Awards Assembly will be scheduled through the principal's office. During the event, coaches will hand out letters, certificates, and other recognition to participants as well as summarizing the season.

## **5-STEP COMMUNICATION & CONFLICT RESOLUTION PROCESS**

Troy High School has a 5-step process of communication to use in resolving conflicts. Communication in this order helps to ensure strong relationships and trust amongst all who are involved in resolving problems. The process is as follows:

### **STEP 1**

Student meets with coach.



## STEP 2

Student and parent meet with coach.

## STEP 3

Student, parent, and coach meet with Activities Coordinator.

## STEP 4

Student, parent, coach, and Activities Coordinator meet with principal.

## STEP 5

Student, parent, coach, Activities Coordinator and principal meet with superintendent.

## INFORMATIONAL / COMMUNICATION REQUIREMENTS

It is imperative that all coaches be good communicators to relay information effectively to various groups and individuals. This task is necessitated not only by legal duties as defined by the courts, but also by the fact that many problems can be eliminated early by ensuring that all persons involved (participants, parents, boosters, etc.) are aware of the expectations of the program. The following items constitute the principle expectations in this area:

1. INTEREST MEETING- A meeting with all interested participants prior to the beginning of the season should take place. Program philosophy and various opportunities should be made available to all interested athletes.
2. PARENT/ATHLETE MEETING – A meeting for all parents during the first week of each sport will be held and conducted by the head coach. The topics covered at the meeting should be presented both orally and in writing. Copies of all program expectations are to be written and distributed to participants. Topics discussed should include the following: program philosophy and expectations, warnings of inherent dangers, lettering requirements, criteria and procedure for cutting participants, schedule, Chemical Use Policy, equipment requirements and all pre-season expectations, including physical examinations. Copies of all informational handouts should be given to the Activities Coordinator.



3. PRE-SEASON LETTERS – copies of pre-season letters, if any, must be given to the Activities Coordinator.
4. PROGRAM PROMOTION – the coach is expected to communicate game, contest, or event results to the news media. Coaches should call the local media immediately following any contest.
5. PARENT COMMUNICATION – the coach is expected to communicate with parents whenever there is a problem with, concern about, or special praise for their son or daughter. This may be done by phone or face-to-face.
6. ADMINISTRATIVE COMMUNICATION – the coach is expected to communicate at all times with the Activities Coordinator, gym coordinator and/or building administration. Whenever a controversial situation arises the coach should immediately inform the administrator and seek additional input as to how to handle the situation.

### **LETTER REQUIREMENTS**

A student, who successfully completes an activity and meets the specific program's lettering requirements, will be given a letter at the awards assembly. An actual letter will be issued for their first letter and certificates and pins thereafter.

### **STAFF DEVELOPMENT AND EVALUATION**

It is the intention of the principal's office to promote the annual Montana Coaches Association Clinic held in Great Falls. This event brings some of the best-known coaches in the country on a yearly basis. The district will reimburse the coaches up to \$150 toward expenses at the clinic. It is the coach's responsibility to pay for their yearly dues to MCA. These dues cover award costs, some liability insurance, and other incidentals.

The district's evaluation program is designed to provide an opportunity for staff to set goals and objectives, including plans for professional growth and career opportunities, and receive administrative responses to them; to receive verbal and written comments and suggestions for improvement from supervisors; and to have clear opportunities to make improvement within specific



timelines. The following are examples of what administrators may use to assist coaches in their improvement process:

1. Coaches may be given the opportunity to attend various coaching clinics to hone a variety of skills.
2. Informal meetings about problem areas can be addressed and plans of improvement can be created with a head coach or assistants.
3. Written plans of improvement may be required of a head coach or an assistant coach.
4. A formal feedback loop for our head coaches from our student athletes can be used to assess areas of strength and areas to improve. These will be kept confidential and will be used as a means to improve and communicate openly.
5. Each evaluation will include suggestions for improvement and may be outlined as goals for the coming year.

## **UNIFORMS & EQUIPMENT**

All uniforms/equipment assigned to the students from an activity, must be returned, or if lost or damaged, must be paid for before a student may tryout or join another activity. Students have one week from the end of an activity to pay for or return their uniform from the activity. The only exception would be granted by the Activities Coordinator.

## **VOLUNTEER COACHES**

Any person who volunteers as a coach must receive prior approval by the superintendent, Activities Coordinator, and Head Coach prior to them assuming any coaching responsibilities.

Volunteer Coaches must abide by the same policies as paid coaches. Volunteer coaches are required to complete the coach's certification program just as paid coaches are. The Montana High School Association (MHSA) has indicated that any post graduate participants that come in to help must be considered a volunteer coach. They will be expected to complete coach's certification in order to instruct or compete with participants in practice, and must complete the NFHS concussion course at their own expense. Individuals who volunteer to assist the School District during meets, tournaments, etc. will not be



subjected to a background check with the understanding these volunteers would never be in a one on one situation with a student in an isolated environment. The District will provide volunteers with an Athletic Handbook, go over the expectations and require acknowledgement of the handbook.

## WALL OF FAME

Any athlete who achieves first team all-state or is a state champion is eligible for placement on the Wall of Fame. An 8x10 is the desirable size of the picture to be placed on the wall. Parents may provide the photo to the principal's office. The athlete's picture must be in uniform. The wall will be updated each summer.

## WEDNESDAY NIGHT ACTIVITIES

The schools, to the best of their abilities, will not schedule practice or games on Wednesday evenings after 6:15 p.m. All coaches will try to end practices or meetings so participants may arrive at church activities by 7:30 p.m.

## WEIGHT ROOM

THS encourages student athletes to take advantage of the benefits of strength and conditioning. The weight room is open to all participants and **must be supervised at all times**. Coaches will supervise the weight room. If the weight room is not supervised, then it will be locked.

## MEALS

If you have students that are unable to pay for a meal, while the team is traveling, please let the Activities Coordinator know a week in advance so he can arrange for a sack lunch to be prepared by the Food Service.

With prior approval by the Activities Coordinator, all members of the traveling group will have \$10.00 for breakfast and lunch and \$20.00 for dinner paid by the district for their meal when traveling to divisional or state contests or overnight activities. These are maximum amounts that will be paid by the district per meal and no carryovers are allowed. Any tip over the \$5.00 will need to be paid by the students or coaches.



## COACH/SPONSOR ADDITIONAL RULES AND REGULATIONS

A coach/sponsor may elect to have additional rules/regulations beyond those addressed in handbook. The coach/sponsor must provide copy to administration, parents and student athletes prior to the first practice.

It is encouraged that all coaches/sponsors develop a list of team rules and non-compliance consequences and distribute to all team members to be reviewed by the participants and parents at the first meeting of the team/group. This will include all common Activity Handbook rules and any additional rules/regulations the coach/sponsor deems appropriate. The parents and participant will sign the rules and return to the coach/sponsor. A copy of the rules must be on file in the activities office.

## INVENTORY

Coaches/Sponsors/Advisors must collect ALL uniforms and equipment. Check that such uniforms and equipment are properly cleaned and stored prior to a final check off for your activity, turn in checked out equipment before receipt of final payment for coaching/sponsoring the group.





## **Student Operational Procedures**

### **SUPERVISION OF STUDENTS**

Coaches are responsible for the supervision of their participants while engaged in school-sponsored practices, workouts, and contests. Unless they are dealing with an emergency (and, as part of this contingency, have arranged for a surrogate supervisor), coaches should not leave their team/group unsupervised – this is particularly important when coaches are working with students in high-risk areas such as the weight room, whirlpool, gym, etc.

Coaches may be held liable for financial damages if an unsupervised student-athlete suffers an injury.

Coaches should always be the last person to leave the facility. Coaches are responsible for assuring their area is locked and secured before leaving.

All coaches are expected to be at their practices or activities prior to the arrival of students.

Under no circumstances are classrooms or other areas where students are under the supervision of assigned staff to be left unattended while students are present. Coaches who may need to temporarily leave students or their assigned duties in an emergency situation while students are present are expected to contact the office to arrange for temporary coverage.

No other staff member may leave their assigned group unsupervised except as appropriate supervision arrangements have been made to take care of an emergency.

During school hours or while engaged in school-sponsored activities, students may be released only into the custody of parents or other authorized persons.



A coach must be able to perform as if he/she were completely qualified to instruct the activity. A coach must anticipate potential dangers when supervising an activity. A coach must have: a) knowledge of the rules of the activity; b) knowledge of the techniques and skills required; and c) familiarity with the nature of the activity (where/when injuries are most likely to occur and what dangers there are for participants). Coach must plan lessons (practices) so as to provide a reasonable progression of activities appropriate to the maturity and condition of the participants. Knowledge of and ability to properly apply first aid and emergency care procedures is also included in any consideration of what makes a coach competent. The doctrine of “assumption of risk” leads to the subject of a coach’s obligations. The coach must adequately communicate the risks involved and are certain that the participants understand and appreciate those risks. A **KNOWLEDGE OF THE RISKS** by the coach is not enough. Warning the participants is not enough. There must be on the part of the participants an **UNDERSTANDING AND APPRECIATION OF THE RISKS!** Remember that an individual assumes only those risks of which he/she is knowledgeable and which he/she should

**THE COURT SYSTEM HAS DETERMINED** that the profession of coaching/advising has some inherent legal duties that must be met. Those duties are as follows:

1. **ADEQUATE, GENERAL AND SPECIFIC SUPERVISION** – coach must effectively carry out their supervisory duties at all times, including pre-and post-practice, practice, games, and all trips from start to finish.
2. **KNOWLEDGEABLE AND RESPONSIBLE PLANNING** – the coach must plan well and keep past practice plans on file from previous years.
3. **CLEAR AND PRESENT WARNING OF RISKS** – the coach must warn assistants, parents, and participants of the inherent risks prior to the beginning of the season.
4. **PROVISION OF A SAFE PHYSICAL ENVIRONMENT**- the coach must make sure that the practice and game field and facilities do not present any dangers.



5. FAIR MATCHING OF PARTICIPANTS – the coach must take into account age, weight, skill level and any other important variable.
6. KNOWLEDGEABLE EVALUATION OF INJURIES – the coach must always handle injuries in a conservative manner and must not put students back in action too soon.
7. INSURING SAFE CONDUCT BY ALL PARTICIPANTS – the coach must effectively enforce rules and safety procedures precluding horseplay or undisciplined activity.
8. FAMILIARITIES WITH SAFETY PROCEDURES – the coach must insure all participating members are familiar with the skill/activity and the proper safety procedures before performing activities.

### **STUDENT CONDUCT**

All students are to comply with district policy, written building and classroom rules, pursue the prescribed course of study, submit to the lawful authority of teachers and school officials, and conduct themselves in an orderly manner at school during the school day or during school-sponsored activities.

In addition to adopted Board policies governing student conduct, administrative regulations specifying student-conduct expectations have been established. These rules apply to actions which occur on district property, at any district-sponsored activity regardless of location; or when traveling to or from school for district-sponsored activities. Disregard of these rules constitutes grounds for suspension, expulsion, or other reasonable disciplinary action.

Student conduct rules unique to individual athletic programs or activities may also be developed by coaches. All such rules must be consistent with district policy and local building administrative regulations governing student conduct and discipline. Activity rules and consequences are to be reviewed with students, posted in classrooms, and made available to parents.

### **Student Handbook**

A student handbook is issued to all students at the beginning of each new school year and at the time of registration for new students moving into the district at other times of the year.



All staff are expected to familiarize themselves with the general information, administrative rules and procedures pertaining to students, as set forth in the student handbook and in Board policy.

## **Extracurricular Handbook**

The coach is to issue a copy of the Extracurricular Handbook to each participant at the beginning of the season.

All coaches are expected to familiarize themselves with the general information, Training Rules and procedures pertaining to students, as set forth in the Extracurricular Handbook and in Board policy.

## **Corporal Punishment**

The use of corporal punishment in any form is strictly prohibited by the district. Corporal punishment is defined as the willful infliction of, or willfully causing the infliction of, physical pain.

A staff member is authorized to employ physical force when, in his/her professional judgment, the physical force is necessary to prevent a student from harming himself/herself, others, or doing harm to district property.

## **ADMINISTERING MEDICINES TO STUDENTS**

Students who must take prescription and/or over-the-counter medication at school, on a temporary or regular basis, must provide a written request to administer medication that is signed by the parent. All medications will be kept in locked storage in the main office unless a student must carry medication on his/her person during the school day. Parents of students who must carry and self-administer medication must complete the Montana Authorization to Possess or Self-Administer Medication form and return it to the building office.

Coaches are expected to assist students in remembering when a medication is scheduled to be administered. If the student refuses to take medication, teachers are expected to notify the parent whenever possible. Attempts to contact parents must be documented as to date and time.

(Refer to Troy School District Policies 3416 & 3416F)



## **Trips & Transportation**

Some trips will extend past the regular school day. During such occasions junior high students must be released only to their parents. Staff members may not drive students home in their personal vehicles.

At least 1 (one) activity sponsor will remain at the gymnasium after the bus returns to Troy to supervise students who are waiting for rides home. This sponsor shall not leave until all students have either left or have been picked up.

Transportation of students to and from school and to curricular and extracurricular activities sponsored by the district is provided by the district's transportation system in accordance with district policy.

Parents, employees, and other designated adults may be permitted to use private vehicles to transport students other than their own on field trips or other school activities only with prior principal approval.

No student is to be permitted to perform district business with his/her own vehicle, a staff member's vehicle, or a district-owned vehicle.

## **Chaperones**

Chaperones must be preapproved by the Activities Coordinator and building administrator. Chaperones must sign a Chaperone Letter of Understanding form for each trip he/she plans to attend.

Chaperones and coaches are to sit in the back or middle of the bus to ensure proper supervision of students. Further, chaperones are to be aware during the trip and regularly engage with students.

## **FUNDRAISING**

Activities to raise money for a wide variety of school activities and equipment are held at various times throughout the course of the school year. All fund-raising activities must be conducted under the direct supervision of staff or other authorized individuals and approved by the principal prior to the activity being initiated. Fund-raising requests must include an explanation or justification for the proposal, consistent with building and/or district goals. Fundraising must not interfere with or disrupt school.



All money raised must be receipted and deposited with the district. Staff and students should take all reasonable precautions to provide for the security of any items/materials/products being sold. Staff members are directed to follow established building procedures for the depositing of funds collected. At no time should money collected be allowed to accumulate in classrooms, lockers, or other unsecured areas.

## **GIFTS & SOLICITATIONS**

Staff members are to avoid accepting anything of value offered by another for the purpose of influencing his/her professional judgment. No organization may solicit funds from staff members within the schools, nor may anyone distribute flyers or other materials related to fund drives through the school without the principal's approval.

The solicitation of staff by sales people, other staff, or agents during on-duty hours is prohibited without [building principal] approval. Any solicitation should be reported at once to the principal.

(Refer to Troy School District Policy 5223)



## **Health & Safety**

### **STAFF HEALTH & SAFETY**

In order to assure the safety of staff and students, information and/or training, as necessary, is provided to assist all staff to recognize and to respond appropriately to the presence of hazardous materials in the workplace, including proper handling, labeling, storage, and disposal of such materials.

All staff members are expected to conduct their work in compliance with first aid and infection control procedures established by the district and the following safety rules of the district:

1. All injuries shall be reported immediately to the person in charge or other responsible representative of the district;
2. It is the duty of all employees to make full use of safeguards provided for their protection. It shall be the employee's responsibility to abide by and perform the following requirements:
  - a. An employee shall not operate a machine unless a guard or method of guarding is in good condition, working order, in place and operative;
  - b. An employee shall stop the machine or moving parts and properly tag-out or lock-out the starting control before oiling, adjusting, or repairing, except when such machine is provided with means of oiling or adjusting that will prevent possibility of hazardous contact with moving parts;
  - c. An employee shall not remove guards or render methods of guarding inoperative, except for the purpose of adjustment, oiling, repair, or setting up a new job;



- d. Employees shall report to their supervisor any guard or method of guarding that is not properly adjusted or not accomplishing its intended function;
  - e. Employees shall not use their hands or any portion of their bodies to reach between moving parts or to remove jams, hang-ups, etc. (use hook, stick, tong, jig, or other accessory);
  - f. Employees shall not work under objects being supported that could accidentally fall (such as loads supported by jacks, the raised body of a dump truck, etc.), until such objects are properly blocked or shored;
  - g. Employees shall not use defective tools or equipment. No tool or piece of equipment should be used for any purpose for which it is not suited, and none should be abused by straining beyond its safe working load;
3. Employees shall not remove, deface, or destroy any warning, danger sign, or barricade or interfere with any other form of accident prevention device or practice provided on any machine, tool, or piece of equipment which they are using or which is being used by any other worker;
  4. Employees must not work underneath or over others, thereby exposing them to a hazard without first notifying the other employee(s) or seeing that proper safeguards or precautions have been taken;
  5. Employees shall not work in unprotected, exposed, or hazardous areas under floor openings;
  6. Long or unwieldy articles shall not be carried or moved, unless adequate means of guarding or guiding are provided to prevent injury;
  7. Hazardous conditions or practices observed at any time shall be reported as soon as practicable to the person in charge or some other responsible representative of the employer;
  8. Employees observed working in a manner which might cause immediate injury to either themselves or other workers shall be warned of the danger;





9. Before leaving a job, workers shall correct, or arrange to give warning of, any condition which might result in injury to others unfamiliar with existing conditions;
10. Good housekeeping methods shall be observed in all operations. Materials shall be so handled and stored as to minimize falling, tripping, or collision hazards;
11. Working and storage areas and passageways shall be kept free of unnecessary obstructions. No loose object shall be placed in any area where its presence will necessitate employees crowding between such objects as moving machinery, steam pipes, or other objects with which contact would be dangerous;
12. Any materials which might cause an employee to slip or fall shall be removed from floors and other treading surfaces immediately, or suitable means or methods shall be used to control the hazardous condition;
13. All sharp, pointed, or otherwise hazardous projections in work areas shall be removed or rendered harmless.

## INJURY OR ILLNESS

For any injury the coach must fill out an Accident Report that is available from the Activities Coordinator or district Office.

The coach is responsible for the medical kit provided for the team. It is the coach's responsibility to restock the kit before a road trip for. Please return it to the Activities Coordinator room within one week of the completion of the season. If a kit is damaged, lost, or not returned, the replacement value will be assessed to your sports budget.

**REMEMBER - MOST IMPORTANT**

**The injured athlete takes priority over everything!**

Coaches are cautioned to exercise great care in dealing with all injuries. In all cases, the coach should assure himself/herself personally, that the injured athlete is receiving competent medical care. The following procedure should be followed:

1. Notify parents, if possible.



2. Administer necessary first aid.
  - a. Send someone to call for an ambulance (if necessary)
  - b. Keep student still, comfortable and reassured
  - c. When in doubt, do not move injured athlete
  - d. Stay with injured athlete
  - e. Contact Activities Director
3. If, in the judgment of the coach, the injury is serious, the school will take the responsibility for calling an ambulance, if one is not present.
4. A coach will accompany the injured athlete to the hospital and arrange for treatment if the parents are not there. The coach should remain at the hospital with the injured athlete until the parents arrive. Brief the parents upon their arrival.
5. An Accident Report should be filed with the Activities Director for all injuries within one day.
6. The coach should follow-up on the progress of the injured athlete.
7. The coach should provide the parent or the person receiving the injured athlete with aftercare instructions.

## **ATHLETIC INJURIES**

The following basic emergency medical guidelines are to be implemented in the event of an athletic injury.

1. Coach in charge will make an immediate general assessment of the injury, checking for:
  - a. First, any sign of unresponsiveness
  - b. Second, ABCs (Airway, Breathing, Circulation)
  - c. Third, for gross deformities, i.e. apparent fractures
  - d. Fourth, for general athletic injuries.
2. In the event of a serious injury, the coach-in-charge must decide whether or not to call an ambulance. **DO NOT MOVE A SERIOUSLY INJURED ATHLETE!**



3. If contacting the emergency medical staff:
  - a. Coach-in-charge will designate an assistant or responsible athlete/manager to call the ambulance.
  - b. Coach-in-charge will stay with the injured athlete.
  - c. Callers are to give the following information to the dispatcher:
    - i. Who is calling
    - ii. Where you are calling from (building)
    - iii. Phone number you are calling from
    - iv. What has happened
    - v. Assistance being given
    - vi. Where to enter facility, if known
    - vii. Don't hang up until dispatcher does.
  - d. Callers report back to coach-in-charge.
  - e. Coach-in-charge will send a responsible person to meet the EMTs and guide them to the location of the injured person.
4. Coach-in-charge will continue to give proper basic first aid procedures until qualified medical staff arrives and relieves the coach of that responsibility.
5. A copy of the athlete's medical form should be available to be given to EMTs before leaving with the athlete.
6. Contact the parents/guardians and notify them of the injury.
7. Contact the Athletic Director and notify him/her of the injury.
8. File a written report with the principal.
9. The Athletic Director, school administrator, or Coach will call a parent or parental designee so that the parent may arrange for care or treatment of an injured student/player. When a parent/guardian cannot be reached, and it is the judgment of the Athletic Director, school administrator, or coach that immediate medical attention is required, an injured student/athlete may be taken directly to a hospital.



## Emergency Plan

The emergency plan is initiated when an individual's life or limb is threatened, or if there is suspected damage to the head, neck or back region. Causes may be from athletic injury, accidents, or natural disaster.

## On the Road Injuries

1. The head coach is responsible for an injured student at an away contest.
2. If a student is hospitalized for any length of time it is the responsibility of the head coach or coach delegated to remain with the student until a parent/guardian arrives or the student is released to go home.

## Return to activity / Play

If for any reason a student has been removed from activity/play due to illness, injury or surgery by a physician, the student may not return to activity/play without written consent from the attending physician. The written consent will be placed in the student's medical file.

## Illness

Athletes will be released from practice and sent home with the following conditions:

1. A minimum temperature of 100.4 degrees
2. Visible illness:
  - a. If the student has been vomiting during the day
  - b. If the student shows any signs of impetigo

Athletes will be allowed to return to play under the following conditions:

1. Asymptomatic
2. Clear skin
3. Cleared by a physician



If a student athlete is going to miss practice, the student must communicate with the coach prior to the absence through a phone call or email.

## **CONCUSSIONS**

A concussion is a type of traumatic brain injury, or TBI, caused by a bump, blow, or jolt to the head that can change the way your brain normally works. Concussions can also occur from a blow to the body that causes the head to move rapidly back and forth. Even what seems to be mild bump or blow to the head can be serious. Concussions can occur in any sport or recreation activity. So, all coaches, parents, and athletes need to learn concussion signs and symptoms and what to do if a concussion occurs.

You can't see a concussion. Signs and symptoms of concussion can show up right after the injury or may not appear or be noticed until days or weeks after the injury. If an athlete reports any symptoms of concussion, or if you notice the symptoms yourself, seek medical attention right away.

### **Concussion Facts**

- A concussion is a brain injury that:
- Is caused by a bump or blow to the head
- Can change the way your brain normally works
- Can occur during practices or games in any sport
- Can happen even if you haven't been knocked out
- Can be serious even if you've just been "dinged"

### **SIGNS AND SYMPTOMS OF A CONCUSSION**

If an athlete has experienced a bump or blow to the head during a game or practice, look for any of the following signs and symptoms of a concussion:

- Appears dazed or stunned
- Is confused about assignment or position
- Forgets an instruction
- Is unsure of game, score, or opponent

*(continued)*



- Moves clumsily Answers questions slowly
- Loses consciousness (even briefly)
- Shows behavior or personality changes
- Can't recall events prior to hit or fall
- Can't recall events after hit or fall
- Symptoms Reported by Athlete:
  - Headache or “pressure” in head
  - Nausea or vomiting
  - Balance problems or dizziness
  - Double or blurry vision
  - Bothered by light
  - Bothered by noise
  - Feeling sluggish, hazy, foggy, or groggy
  - Difficulty paying attention
  - Memory problems
  - Confusion
  - Does not “feel right”

### PREVENTION

Every sport is different, but there are steps athletes can take to protect themselves from concussion.

- Encourage them to practice good sportsmanship at all times.
- Make sure they wear the right protective equipment for their activity (such as helmets, padding, shin guards, and eye and mouth guards). Protective equipment should fit properly, be well maintained, and be worn consistently and correctly.
- Learn the signs and symptoms of a concussion.



SIGNS OBSERVED	SYMPTOMS REPORTED BY THE ATHLETE
<ul style="list-style-type: none"> <li>▪ Appears dazed or stunned</li> <li>▪ Is confused about events</li> <li>▪ Answers questions slowly</li> <li>▪ Repeats questions</li> <li>▪ Can't recall events prior to the hit, bump, or fall</li> <li>▪ Can't recall events after the hit, bump, or fall</li> <li>▪ Loses consciousness (even briefly)</li> <li>▪ Shows behavior or personality changes</li> <li>▪ Forgets class schedule or assignments</li> </ul>	<p><b>Thinking/Remembering:</b></p> <ul style="list-style-type: none"> <li>▪ Difficulty thinking clearly</li> <li>▪ Difficulty concentrating or remembering</li> <li>▪ Feeling more slowed down</li> <li>▪ Feeling sluggish, hazy, foggy, or groggy</li> </ul> <p><b>Physical:</b></p> <ul style="list-style-type: none"> <li>▪ Headache or “pressure” in head</li> <li>▪ Nausea or vomiting</li> <li>▪ Balance problems or dizziness</li> <li>▪ Fatigue or feeling tired</li> <li>▪ Blurry or double vision</li> <li>▪ Sensitivity to light or noise</li> <li>▪ Numbness or tingling</li> <li>▪ Does not “feel right”</li> </ul> <p><b>Emotional:</b></p> <ul style="list-style-type: none"> <li>▪ Irritable</li> <li>▪ Sad</li> <li>▪ More emotional than usual</li> <li>▪ Nervous</li> </ul> <p><b>Sleep*:</b></p> <ul style="list-style-type: none"> <li>▪ Drowsy</li> <li>▪ Sleeps less than usual</li> <li>▪ Sleeps more than usual</li> <li>▪ Has trouble falling asleep</li> </ul> <p><i>*Only ask about sleep symptoms if the injury occurred on a prior day.</i></p>

**WHAT SHOULD YOU DO IF YOU THINK AN ATHLETE HAS A CONCUSSION?**

1. Seek medical attention right away. A health care professional will be able to decide how serious the concussion is and when it is safe for the athlete to return to sports.
2. Keep the athlete out of play. Concussions take time to heal. Don't let athletes return to play until a health care professional says it's OK. Athletes who return to play too soon—while the brain is still healing—risk a greater chance of having a second concussion. Second or later concussions can be very serious. They can cause permanent brain damage, affecting an athlete for a lifetime.



***Remember, when in doubt, sit them out!***

## **Dylan Steigers' Protection of Youth Athletes Act**

The law states that a student-athlete who is suspected of sustaining a concussion or head injury in a practice or game shall be removed from play at the time of injury and may not return to play until the student-athlete has received a written clearance from a licensed health care provider.

## **Links to Other Resources**

CDC – Concussion in Sports

<http://www.cdc.gov/concussion/sports/index.html>

National Federation of State High School Association -  
Concussion in Sports: What You Need To Know

[www.nfhslearn.com](http://www.nfhslearn.com)

Montana High School Association – Sports Medicine Page

<http://www.mhsa.org/SportsMedicine/SportsMed.htm>

## **ATHLETE LIFESTYLE**

Encourage a healthy lifestyle for all athletes. The youth of today need constant support and encouragement to stay healthy. Some areas that should be constantly reinforced, discussed, and required of athletes are:

### **Sleep**

The National Sleep Foundation recommends that teens get 9 ¼ hours of sleep per night. But most teens don't get that much sleep, "One study found that only 15% reported sleeping 8 ½ hours on school nights" (Teens and Sleep, 2013). Without proper sleep, teens will have a harder time concentrating on their studies and their athletic performance will suffer.

Adequate sleep for student athletes is key in preventing negative outcomes. According to Kevin Costello in *Why It Does Pay to Fall Asleep*, "Sleep is often the forgotten component of high performance. It's important because it is the time when actual physical growth occurs and tissues recover from daily activity. Sleep-deprivation leads





to fatigue, which can cause a decrease in both academic and athletic performances.” (Costello, 2006)

Interesting statistics and facts:

- By incorporating adequate sleep into their routine, tennis players get a 42% boost in hitting accuracy.
- Sleep improves split-second decision making ability by 4.3%.
- After 4 days of restricted sleep, athletes maximum bench press drops 20lbs.
- Roger Federer gets 11 to 12 hours sleep per night.
- Lebron James gets 12 hours of sleep per night.

(<http://fatiguescience.com/2013/09/03/infographic-why-athletes-should-make-sleep-a-priority-in-their-daily-training/>)

### **Nutrition**

Teens need more calories than adults because of their faster metabolic and growth rates. A teen athlete burns even more calories than a sedentary teen and thus needs more calories. A male teen athlete may need 2,000 calories more a day than a non-athlete the same age, according to a publication from the University of Illinois. An athlete needs the right balance of protein, healthier fats and carbohydrates. In general, a teen needs between 55 to 60 of calories from healthy carbohydrates, about 15 percent of calories from lean proteins and up to 30 percent of total caloric intake from healthy fats.

### **Stimulants**

Stimulants can include caffeine, amphetamines, ephedrine (medications like Sudafed) and street drugs. Athletes take stimulants to feel like they have more energy or to fight fatigue. In fact stimulants can give a feeling of energy but they always come with a downer affect - meaning you may feel more awake for a bit, but then your body crashes. In reality a healthy snack would be a better stimulant choice. Many people who abuse stimulants end up with insomnia and can't sleep well, even when their body feels tired.



## Helpful Websites:

### **MONTANA HIGH SCHOOL ASSOCIATION:**

- <http://www.mhsa.org/>

### **NEED TO GET SUFFICIENT SLEEP:**

- <http://globalsportsdevelopment.org/good-nights-sleep-student-athletes/>
- <http://fatiguescience.com/2013/09/03/infographic-why-athletes-should-make-sleep-a-priority-in-their-daily-training/>

### **ATHLETES NEED PROPER NUTRITION:**

- <http://www.powerbar.com/nutrition-in-training/eat-to-compete-high-school>
- <http://heritageihc.com/blog/nutrition-101-for-high-school-athletes/>

### **DIFFERENT IDEAS AND METHODS TO MOTIVATE ALL ATHLETES:**

- <http://www.breakthroughbasketball.com/mental/motivate-players.html>

### **5 KEYS TO BEING A GREAT COACH:**

- <http://youth.usab.com/training-room/coaches/5-Keys-to-Being-a-Great-Basketball-Coach.htm>